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**From:** McManus, Catharine [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9D16CE1D989348408F96CE352A209D2D-MCMANUS, CA]  
**Sent:** 10/15/2020 10:55:04 AM  
**To:** Gillespie-Marthaler, Leslie [GillespieMarthaler.Leslie@epa.gov]  
**CC:** White, Lisa [WHITE.LISA@EPA.GOV]; Schuman, Kevin [schuman.kevin@epa.gov]  
**Subject:** RE: Leave on election day

Hi Leslie-

We will put out an all hands message on this because it comes up every time, every place I have ever worked. And it hasn't changed but this year, there may be some sensitivities.

- **Voting.** The Federal Government has a longstanding policy of granting employees a limited amount of administrative leave to vote in Federal, State, county, or municipal elections or in referendums on any civic matter in their community. Agencies have authority to grant administrative leave to the extent that such time off does not seriously interfere with agency operations. Typically, polling places throughout the United States are open for extended periods of time. Therefore, administrative leave should rarely be needed. Generally, where the polls are not open at least 3 hours either before or after an employee's regular work hours, an agency may grant a limited amount of administrative leave that will permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever requires the lesser amount of time off. See CPM 2012-07, (external link) issued on October 5, 2012.

Of course anyone can take annual leave to go and vote. I think that is what I am going to do.

Kate McManus  
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**From:** Gillespie-Marthaler, Leslie <GillespieMarthaler.Leslie@epa.gov>  
**Sent:** Wednesday, October 14, 2020 9:33 AM  
**To:** McManus, Catharine <mcmamus.catharine@epa.gov>  
**Cc:** White, Lisa <WHITE.LISA@EPA.GOV>  
**Subject:** Leave on election day

Kate,

Are there any guidelines for taking leave to vote on election day? I just got that question on an all-hands.

Thank you!

Leslie

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